

**City of Jacksonville Beach  
Minutes of City Council Workshop  
FY2019 – Public Works Budget Workshop  
Monday, August 13, 2018 – 5:00 P.M.**

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Mayor Latham called the Budget Workshop to order at 5:00 P.M.

The following City Council Members were in attendance:

Mayor: Charlie Latham

Council Members:	Lee Buck (absent)	Keith Doherty	Christine Hoffman
	Bruce Thomason	Phil Vogelsang (late)	Jeanell Wilson

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Also present were Interim City Manager Karen Nelson, Chief Financial Officer Michael Nadeau, Budget Officer Ashlie Gossett and Director of Public Works David Millinor.

Everyone present had a copy of the Proposed Budget and Business Plan for FY2018.

Staff present from Public Works were Distribution & Collection Superintendent Chuck Hernden, Streets Division Superintendent David McDonald, Pollution Control Plant Division Supervisor Phil Brown, Public Works City Engineer Martin Martirone and Water Plant Division Supervisor Michael Taylor.

**Public Works**

Interim City Manager Karen Nelson reviewed the mission statement of the Public Works Department. Ms. Nelson stated the only change in staffing for the department was a GIS Analyst position with the Administration Division for 2019.

Director of Public Works David Millinor reviewed the department's accomplishments as listed in the report. Mr. Millinor highlighted the following accomplishments:

- Downtown Redevelopment District Master Plan Improvement Project
  - Roadway/Utilities project 1: Beach Blvd. to 4<sup>th</sup> Avenue South east of A1A
  - Cleared Downtown stormwater channel and drainage ditch at the golf course
- Cleared/televised 33,791 feet of storm pipe and 34,795 feet of sanitary pipe
- Achieved high levels of service in oceanfront cleaning, garbage collection and sweeping
- Maintained compliance for water consumption use permit, and wastewater & stormwater federal pollutant discharge elimination permits

Mr. Millinor reviewed the upcoming projects and goals for FY2019 including the following:

- Downtown Redevelopment District Improvements Program
  - Construct Project 2 of roadway/ utility project – Central basin and Downtown storm pump station upgrade
  - Design roadway and utilities Project 3 - Stormwater channel improvements
- South Beach Redevelopment District Improvements Program

- Construct canal improvements
- Stormwater pond reconstruction
- Commercial area improvements program
  - Design Penman Road commercial area improvements 11th Avenue North to 18<sup>th</sup> Avenue North
- Water Wastewater, Stormwater Infrastructure Improvement program
- Maintain compliance for water state consumption use permit and wastewater & stormwater federal pollutant discharge elimination permits
- Keep Jacksonville Beach beautiful
- Maintain performance measures

Ms. Nelson reviewed the Performance Measures highlighting the following:

- Water volume and hydrants for fire protection – Maintain unaccounted water usage below 10% of the total produced
  - Ms. Nelson stated due to the new water meter program; the unaccounted water usage is currently at (or about) 5%
- Keep streets well maintained for driving and free of trash
  - Seal coat/resurface 7 to 10 road miles
  - Sweep the downtown streets an average of four times per month
  - Repair/construct 2,000 feet of sidewalk
  - Achieve regulatory compliance for normal operating conditions

Ms. Nelson reviewed the funding sources and a financial summary as detailed in the report. She reported the funding sources to come from three enterprise utilities, the Local Option Gas Tax, and the General Fund. Ms. Nelson stated the overall budget decrease is attributable to the capital projects in the divisional plans.

#### Distribution and Collection Division

Ms. Nelson reviewed the operations of the Distribution and Collection Division, noting they are responsible for maintaining 109 miles of water mains, 85 miles of sewer mains, 18 miles of force mains, 1,990 sewer manholes, 909 fire hydrants, 2,652 water valves, 11,118 water services, and 9,429 sewer services. Ms. Nelson stated there are no changes in staffing in this Division.

Ms. Nelson stated the budget increase is primarily due to operating expenses as follows:

- Water Valve Maintenance Program
- Sanitary Sewer System Maintenance Program
- Software for the new Automated Meter Interface program

#### Pollution Control Plant Division

Ms. Nelson stated the Division operates and maintains the wastewater transmission system of 38 sewage pump stations and the 4.5 million gallons per day capacity sewage treatment facility, with reuse quality effluent.

Ms. Nelson reviewed the division objectives as detailed in the report and stated there are no staffing changes in this division.

Ms. Nelson reported the overall division budget decreases are primarily due to capital outlay, which is project driven and the scheduling of the projects. The Capital Outlay projects are as follows:

- Rehabilitation construction of Lift Station #29
- Rehabilitation design of Lift Station #23
- Digester Tank and Air Piping improvements
- Digester stair improvements including a new lift for equipment
- Purchase of actuators, soft starts, and frequent variable drive

#### Water Plant Division

Ms. Nelson reviewed the Water Plant Division's mission, objectives, and organization. She stated the water system has a total production capacity of 7.0 million gallons of water daily, but currently, uses an average of 2.6 million gallons per day.

Mr. Millinor stated the division objectives by highlighting the following:

- Treat, store and protect nearly 1 billion gallons of drinking water annually. Make available quantities of water needed for fire protection.
- Maintain local, state and federal regulatory compliance.

Ms. Nelson stated the capital Outlay in the prior year included \$900,000 for a new raw water well.

Mr. Millinor stated North Florida water issues are increasing and are being monitored.

#### Streets Division

Ms. Nelson stated the Streets Division maintains the city's roadways, traffic control signage and markings, sidewalks, and stormwater collection.

Mr. Millinor reviewed the division objectives highlighting the following:

- Seal coat or resurface 7 to 10 miles of roads annually
- Repair and maintain the stormwater drainage system
- Install and maintain traffic and pedestrian control signage and markings
- Maintain clean and attractive sidewalks as well as repair 2,000 feet of sidewalk
- Maintain a clean and attractive community environment by collecting garbage and picking up litter from our streets and sidewalks

Ms. Nelson explained the operations and programs of the Streets Division are funded by the General Fund and the Local Option Gas Tax. She stated the budget would increase slightly due to capital outlay including the following:

- Funding to replace (2) Zero Turn Mowers (year model 2001 and year model 2003)
- Funding to replace ½ ton pickup truck (year model 2010)

Stormwater Utility Program

Ms. Nelson reviewed the program objectives and budget issues as listed in the report. She stated the budget decreased mainly due to capital projects are undertaken in the prior year and the scheduling of those projects.

Mr. Millinor stated there might be possible concerns regarding the FDOT project to improve the stormwater drainage system for State Road A1A/Beach Blvd.

Sanitation Utility Program

Ms. Nelson reviewed the division objectives highlighting the following:

- Collect garbage, yard waste, and recyclables from residential customers via weekly curbside service
- Collect garbage from commercial customers via dumpster, compactor and curbside service on a weekly routine basis.
- Recycling is voluntary for all customers and is available for all commercial customers and multiplex dwelling units for an additional fee
- Keep Jacksonville Beach beautiful through the oceanfront & downtown cleaning, graffiti abatement, and street sweeping programs

Ms. Nelson outlined the Funding Source and Budget and stated the budget decrease is primarily due to new contract costs. Ms. Nelson stated in FY2019; the City would be transitioning to a new beach cleaning contract.

Administration

Ms. Nelson stated there is one new position added to this division. The GIS Analyst has been added to assist in the expansion and ongoing maintenance of Public Works GIS maps. This position would report to Engineering.

The Workshop adjourned at 5:40 P.M.

Submitted by: Jodilynn Byrd  
Administration Assistant

Approved:



William C. Latham, Mayor

Date:

9-4-18